

[illegible]

--	--	--	--	--	--	--	--	--	--	--

ROTC CADET COMD Form 194-R, May 01 Edition of Aug 90 may be used until exhausted.

# **INSTRUCTIONS FOR ROTC CADET COMD FORM 194-R**

COMPLETION INSTRUCTIONS BY ITEM OR COLUMN

1. UIC/DODAAC. Enter your instructor group's Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODAAC).
2. NAME OF SCHOOL. Enter your instructor group's name.
3. PAGE OF PAGES. Number the pages 1 of 2, 2 of 2, 3 of 3, etc.
4. DATE INVENTORY STARTED. Enter the date you started the inventory.
5. DATE INVENTORY COMPLETED. Enter the date you completed the inventory.
6. COUNTED BY. Enter the person's signature that conducted the inventory.
7. NAME OF PBO/MPC. Enter the name of the PBO/MPC for the instructor group.
8. ITEM NO. Enter the number of each item inventoried (the first item in property book will be Item # 1, the second item #2, the third item #3, etc).
9. NOMENCLATURE. Enter the nomenclature of the item being inventoried.
10. NSN/LIN/MCN. Enter the stock number or line item number or manufacturer's control number that you have on the property book page of that item.
11. U/I. Enter the unit of issue of the item being inventoried.
12. UNIT PRICE. Enter the price of the item being inventoried.
13. INV COUNT. Enter the total quantity that you have on the shelf/bin in the supply room.
14. QTY ON H/R. Enter the total quantity that you have on hand receipts.
15. TOTAL COUNT. Enter the total quantity. This is the quantity that you have in the supply (Inv Count) plus the quantity you have on hand receipt (Qty on H/R).

16. REC'D BAL. Enter the quantity that is on the property record (DA Form 3328) and/or Clothing/OCIE property record (Cdt Cmd Form 146-1R).

17. QTY OVER/SHORT. Enter the amount that you are over or short. (If the total count is more than Rec'd Balance, you are over. If the total count is less than the Rec'd Balance, you are short.) The shortage must be corrected IAW AR 735-5 and the overages IAW DA PAM 710-2-1, paragraph 3-9.

ROTC CADET COMD FORM 194-R, May 01